

EFFECTIVE

December 1, 1999.

SUBJECT

To inform local offices of the following:

1. Reference Manual Series (New)
2. (New) Reference Forms and Publications Manual (RFF)
replaces Program Reference Forms and Publications Manual (PRF) (Obsolete)
3. Future Reference Manuals

**1. REFERENCE
MANUAL SERIES
(NEW)**

A new Reference Manual series is being added to Online Manuals (OLM). Reference Manuals will combine resource materials from several program and/or systems areas into one reference area. In some instances duplicate resource materials have been maintained in several locations. The Reference Manual series will prevent duplication and ensure that the most current information is available in a common location.

The program areas include FIS/ES and Services. Systems areas include ASSIST, CIS, CWFIS and STSM.

The Reference Manual series will consist of the following mini-manuals:

- Reference Codes Manual (RFC)
- Reference Edits Manual (RFE)
- Reference Forms and Publications Manual (RFF)
- Reference Schedules Manual (RFS)

**2. (NEW) RFF
MANUAL REPLACES
PRF MANUAL
(OBSOLETE)**

The Program Reference Forms and Publications Manual (PRF), currently located in the Program Policy (PP) manual series, is obsolete effective November 30, 1999. All Forms and Publications located in the PRF are being incorporated into the new Reference Forms and Publications Manual (RFF) in the Reference Manual series. PP Forms and Publications will continue to be available for historical purposes in the PRF.

Services Forms and Publications will be added to the RFF as policy is updated or new services manuals are added to Online Manuals (OLM).

3. FUTURE REFERENCE MANUALS

The following mini manuals will be available in the Reference Manual series sometime in the spring of 2000:

- Reference Codes Manual (RFC) will incorporate FIS/ES and Services codes from PP Reference Codes & Edits (PRC), Service Manual Items and CIS Chapter 15, Codes.
- Reference Edits Manual (RFE) will combine CIS Chapter 13, CIS Edits, Program Policy PRC edits and ASSIST edits from the ASSIST User Manual, Codes and Edits.
- Reference Schedules Manual (RFS) will include deadlines, payroll and other schedules from CIS Chapter 14, Deadlines and Payroll as well as schedules from PP Program Reference Tables, Charts & Schedules (PRT).

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...****RFF 00INTRO****RFF 5CX****RFF 5H****RFF 5RX****RFF 5S****RFF 5VX****RFF 8A****RFF 13****RFF 14****RFF 16****RFF 18****RFF 18A****RFF 26A****RFF 32****RFF 38****RFF 48****RFF 49****RFF 49A****RFF 49B****RFF 49BU****RFF 49C****RFF 49D****RFF 49E****RFF 49F****RFF 49G****RFF 49I****RFF 54A****RFF 71****RFF 0078****RFF 78****RFF 0079****RFF 89****RFF 93A****RFF 94****RFF 94-I****RFF 105****RFF 105B****RFF 110****RFF 114**

**RFF 114A
RFF 126
RFF 133
RFF 138
RFF 141
RFF 141M
RFF 142
RFF 176
RFF 177
RFF 178
RFF 179
RFF 187
RFF 198
RFF 201
RFF 203
RFF 213
RFF 220
RFF 234
RFF 243
RFF 250
RFF 280
RFF 282
RFF 301
RFF 330
RFF 0373
RFF 417
RFF 430
RFF 460
RFF 461
RFF 476
RFF 478
RFF 491TC
RFF 492
RFF 521
RFF 551
RFF 560
RFF 592
RFF 601
RFF 617
RFF 631
RFF 665
RFF 666
RFF 668
RFF 689
RFF 700**

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RFF 726
RFF 727
RFF 767
RFF 769
RFF 795
RFF 797
RFF 798
RFF 800
RFF 825
RFF 825SP
RFF 826
RFF 826SP
RFF 834
RFF 838
RFF 849
RFF 849T
RFF 898
RFF 940
RFF 970
RFF 1002
RFF 1009
RFF 1013
RFF 1036
RFF 1044
RFF 1061
RFF 1111-4
RFF 1111-5
RFF 1111-7
RFF 1111-15
RFF 1111-16
RFF 1111-48
RFF 1111-112
RFF 1145
RFF 1145A
RFF 1150
RFF 1171
RFF 1171ABS
RFF 1171C
RFF 1171F
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RFF 1175
RFF 1176**

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RFF 1190
RFF 1201
RFF 1241
RFF 1241A
RFF 1291
RFF 1319
RFF 1354
RFF 1354A
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RFF 1394
RFF 1419
RFF 1440-1
RFF 1440-2
RFF 1440A
RFF 1440B
RFF 1440C
RFF 1440D
RFF 1440E
RFF 1440F
RFF 1441G
RFF 1514
RFF 1551
RFF 1552
RFF 1553
RFF 1555
RFF 1582
RFF 1599
RFF 1599A
RFF 1599B
RFF 1605
RFF 1610
RFF 1620
RFF 1630
RFF 1662
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RFF 1843
RFF 1940
RFF 1955
RFF 1992-95
RFF 1997
RFF 2003
RFF 2032A**

**RFF 2032B
RFF 2063
RFF 2101
RFF 2157
RFF 2162
RFF 2168
RFF 2169
RFF 2240
RFF 2240A
RFF 2273
RFF 2351X
RFF 2353X
RFF 2355X
RFF 2362
RFF 2420
RFF 2439
RFF 2441
RFF 2442
RFF 2442A
RFF 2444
RFF 2444A
RFF 2444SP
RFF 2565C
RFF 3035
RFF 3036
RFF 3037
RFF 3038
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RFF 3120
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RFF 3380A
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RFF 3569
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RFF 3976C
RFF 3992
RFF 3993
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RFF 4033
RFF 4054
RFF 4098
RFF 4106
RFF 4107
RFF 4108
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RFF 4262
RFF 4317
RFF 4327
RFF 4331
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RFF 4494
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RFF 4574
RFF 4574B
RFF 4575
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RFF 4739
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RFF 9104
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RFF JC04
RFF JC14
RFF JC25
RFF SS5
RFF TPQY**